



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF ACCOUNTS OFFICE OF PAYROLL  
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Dave Goetz  
Commissioner

TO: All Department Budget, Fiscal, Personnel, and Payroll Officers

FROM: Susan Walker, Director of F & A Payroll

DATE: December 3, 2007

SUBJECT: First Quarter 2008 Payroll Schedule

The semi-monthly payroll schedule for January 1-15, 2008, through March 16-31, 2008, is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 <sup>st</sup>	2 <sup>nd</sup>	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
1/1-15	11	1/22/08	1/23	1/24	1/25	1/28	1/29	1/30	1/31	2/6/08
1/16-31	12	2/5/08	2/6	2/7	2/8	2/11	2/12	2/13	2/14	2/21/08
2/1-14	10	2/20/08	2/21	2/22	2/25	2/26	2/27	2/28	2/29	3/6/08
2/15-29	11	3/5/08	3/6	3/7	3/10	3/11	3/12	3/13	3/14	**3/19/08
3/1-15	10	3/19/08	3/20	3/24	3/25	3/26	3/27	3/28	3/31	**4/3/08
3/16-31	11	4/4/08	4/7	4/8	4/9	4/10	4/11	4/14	4/15	4/21/08

The monthly payroll schedule for January through March 2008 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 <sup>st</sup>	2 <sup>nd</sup>	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
1/1-31	23	1/22/08	1/23	1/24	1/25	1/28	1/29	1/30	1/31	2/6/08
2/1-29	21	2/20/08	2/21	2/22	2/25	2/26	2/27	2/28	2/29	3/6/08
3/1-31	21	3/19/08	3/20	3/24	3/25	3/26	3/27	3/28	3/31	**4/3/08

**\*\*Special Note** – The Lost Check Run for the 2/15-29, and 3/1-15 pay periods will run the third working day after payday instead of the normal fourth working day.

**\*\*\*Notify Central Payroll of all checks to be pulled before 4:30 p.m. on the day of Calculate.** Any checks to be canceled or canceled and reissued after the day of Calculate will require a stop payment by Central Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.